Management Specifications

Recruitment Requirements Control Subsystem (RECRUIT)

Narrative

Objective

To maintain a current inventory of manpower requirements which, when measured against current recruitment input and applicant-in-process (AIP) levels, will provide the requisite information to plan, direct, and control recruitment activities. The RECRUIT Subsystem will provide the statistical base essential for an analysis of the Agency's recruitment efforts in terms of: present recruitment position in relation to the projected goal; recruitment expenditure needed to attain the goal; identifying significant changes in applicant input/output; etc. The foregoing will be answered in the form of outputs either directly from the RECRUIT subsystem or indirectly from the application of interface procedures with PEPCOS (Pre-employment Processing Control Subsystem) and SOURCE (Applicant Source Subsystem).

The following statements of purpose are representative of specific objectives of the RECRUIT subsystem:

(1) To translate the individual offices' Advance Staffing Plans (ASP) into current recruitment input requirements in terms of who, how many, and degree of priority.

(2) To allow for the continual revision of initial requirements and accordingly redirect recruitment activity.

(3) To build a data base for immediate verification and validation of current activities and long-term analysis and evaluation by the Director of Personnel.

Functional Characteristics

The primary input to the RECRUIT subsystem will be the basic identification data abstracted from the recruitment requisition (i.e., OCC series, title, requesting office, number needed, pay range, priority *). In sum total this information represents the current inventory of manpower requirements -- or the recruitment goal.

* A means by which the requesting office can differentiate between those positions which must be filled as soon as possible and those positions which can afford a more leisurely selection pace.

Initiations, EOD's, declinations and rejections will be matched against the applicable requisition to provide an on-going measurement of recruitment-placement activity vis a vis the recruitment goal.

The resultant output will be a weekly Recruitment Status Report (see attached example). Cumulative to date, this report will enable the Director of Personnel to determine the percentage of the recruitment goal achieved to date.

Analysis of this report in terms of discerning tendencies toward overages and shortages, plus a separate list of still unacted upon priority targets will then serve as a basis for recruiter guidance (along with explicit office-initiated changes in terms of priorities, numbers needed, qualification changes, etc.). Recruiter feedback in terms of individual case disposition will be provided via the PEPCOS subsystem mechanism.

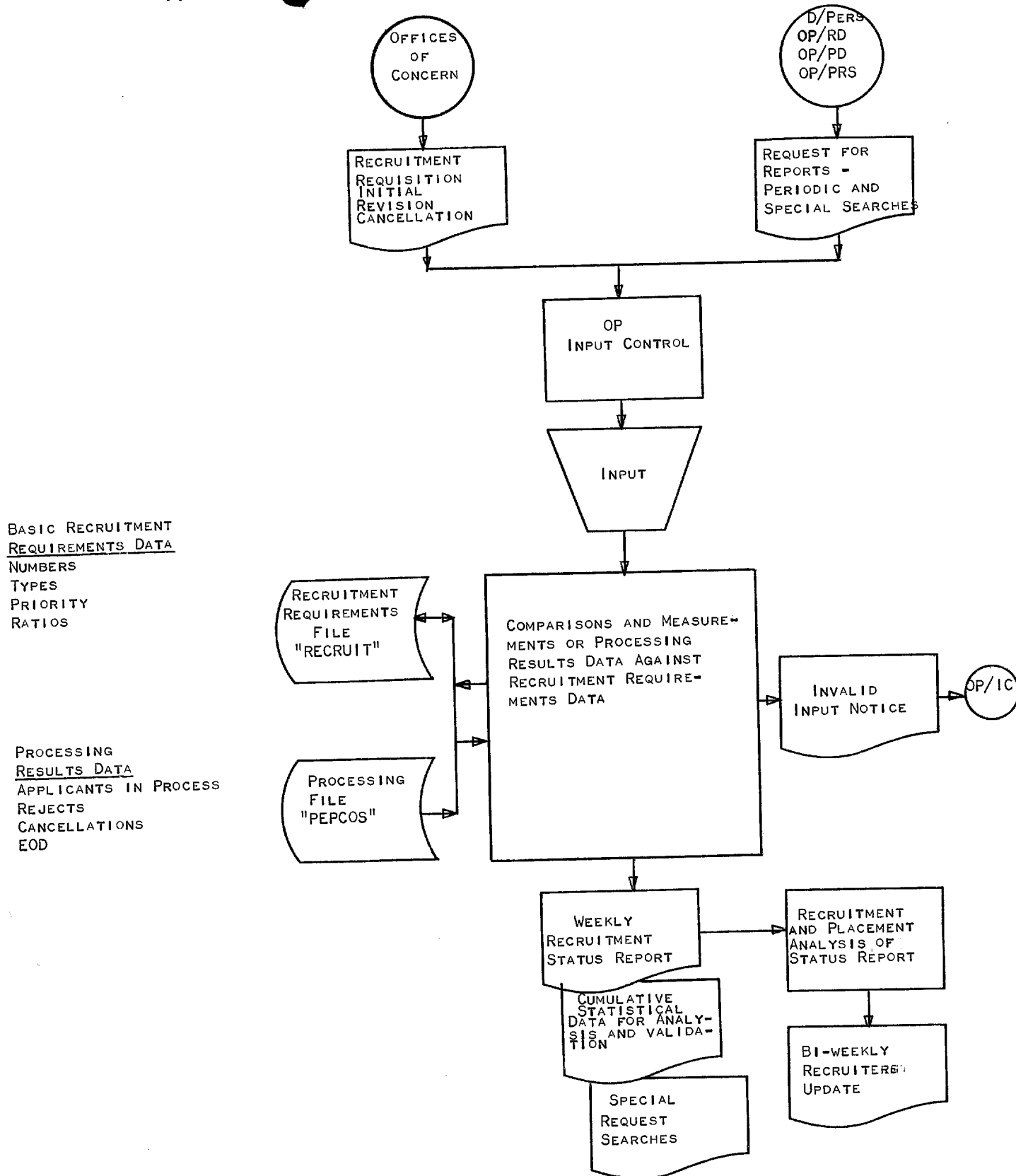Other outputs will include regularly scheduled reports of a statistical nature; for example, validation of established AIP:EOD ratios and verification of indicated trends in the weekly reports.

Ad Hoc reports in support of analysis by Plans Division might show, for example, comparisons (among offices or career services) of recruitment expenditures (invitee travel costs, contacts, initiations, etc.) required per EOD.

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                    ┌─────────────┐                              ┌─────────────┐
                    │  OFFICES    │                              │  D/PERS     │
                    │    OF       │                              │  OP/RD      │
                    │  CONCERN    │                              │  OP/PD      │
                    └─────────────┘                              │  OP/PRS     │
                                                                 └─────────────┘

         ┌──────────────────┐                          ┌──────────────────┐
         │ RECRUITMENT      │                          │ REQUEST FOR      │
         │ REQUISITION      │                          │ REPORTS -        │
         │ INITIAL          │                          │ PERIODIC AND     │
         │ REVISION         │                          │ SPECIAL SEARCHES │
         │ CANCELLATION     │                          └──────────────────┘
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                              ┌──────────────────┐
                              │       OP         │
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                              │      INPUT       │
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BASIC RECRUITMENT
REQUIREMENTS DATA
NUMBERS
TYPES
PRIORITY
RATIOS

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  ┌──────────────────┐      ┌──────────────────────┐      ┌──────────────┐      ┌──────┐
  │ RECRUITMENT      │      │ COMPARISONS AND      │      │ INVALID      │      │ OP/IC│
  │ REQUIREMENTS     │◄───► │ MEASUREMENTS OR      │ ───► │ INPUT NOTICE │ ───► └──────┘
  │ FILE             │      │ PROCESSING           │      └──────────────┘
  │ "RECRUIT"        │      │ RESULTS DATA AGAINST │
  └──────────────────┘      │ RECRUITMENT REQUIRE- │
                            │ MENTS DATA           │
                            └──────────────────────┘
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PROCESSING
RESULTS DATA
APPLICANTS IN PROCESS
REJECTS
CANCELLATIONS
EOD

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  ┌──────────────────┐
  │ PROCESSING       │
  │ FILE             │
  │ "PEPCOS"         │
  └──────────────────┘

         ┌──────────────────┐      ┌──────────────────┐
         │ WEEKLY           │ ───► │ RECRUITMENT      │
         │ RECRUITMENT      │      │ AND PLACEMENT    │
         │ STATUS REPORT    │      │ ANALYSIS OF      │
         └──────────────────┘      │ STATUS REPORT    │
                                   └──────────────────┘
         ┌──────────────────┐
         │ CUMULATIVE       │      ┌──────────────────┐
         │ STATISTICAL      │      │ BI-WEEKLY        │
         │ DATA FOR ANALY-  │      │ RECRUITER        │
         │ SIS AND VALIDA-  │      │ UPDATE           │
         │ TION             │      └──────────────────┘
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         ┌──────────────────┐
         │ SPECIAL          │
         │ REQUEST          │
         │ SEARCHES         │
         └──────────────────┘
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